

**Lynchburg Parking Authority
Minutes**

**City Manager's Office
900 Church Street
Lynchburg, VA 24504**

**Tuesday, October 13, 2009
3:00 pm**

Members Present: Michael Gillette, Bert Dodson, Angela Hamilton, Ripley Owen, Tom Gerdy, Terri Proffitt

Staff Present: Kim Payne, Norman Hale, Cheryl Foxx

Not Present: Dennis Howard

Meeting was called to order by Michael Gillette.
Minutes from the September 8, 2009 meeting were approved.

Future Vision of Parking

Norman Hale stated that during the Parking Authority's meeting on May 12, 2009, the Authority requested that staff provide a map outlining the current parking components of the City's parking operation. The future parking vision provides the sources of parking revenue and identifies those who are currently involved in the management of parking.

It also stated that during the Parking Authority's September 8, 2009 meeting, the Authority was presented with the current parking components and future vision of parking for their review and explained that the revenue and expenditure information in the draft was provided by the City's Finance Department. The information supplied by the Finance Department reflects an \$80,000 surplus, which does not include personnel cost.

Q – Councilman Gillette - What are the personnel cost?

A - \$138,767 includes costs for the Parking Manager and 2 Parking Control Specialists.

Q - When did we start tracking revenue?

A - July 1, 2009

Q - Do we move a maintenance person under the enterprise fund?

A- Yes it would make sense but, we will need to look at it before any decisions are made.

Q – Councilman Gillette - When will the Authority prepare a budget?

A – City Manager - Probably by the first of the year.

Q - Councilman Gillette - Does losing Genworth employees effect leasing?

A – Angela Hamilton - No, we are leasing about the same.

As we head toward an enterprise fund, the Authority will have to set up a tentative budget to determine the feasibility of separating this from the operating budget.

Q - Once the enterprise fund is set up, is the intent to have every aspect of that fund segregated?

A - Segregating of the fund is the intent.

Q – Councilman Dodson - Is there a value of the parking patrol being a part of the Police Department?

A – No, but, there is value in having them under the Parking Division. It enhances public relations and it is a major step in creating an efficient parking program. Most cities have moved parking out of the Police Department into a Parking Authority, other City departments, or have contracted it out. Well-trained parking patrol staff is one of the keys to a successful parking program.

Q - Councilman Gillette - What is the difference in the two versions of parking?

A - The major differences in the two versions are that Lynch's Landing manages the Mid-Town Deck, levels B – E, and the other version is that Lynch's Landing does not. The parking manager will be responsible for providing enforcement in the central business district of downtown during business hours. The Police Department will enforce after hours.

Q - Councilman Gillette - Will Community Development's roles change?

A - City Manager - Some activities may go back to Public Works.

Councilman Gillette - following questions will need to be answered:

Q - Who manages the decks?

Q - Could we have a city employee handle what Lynch's Landing is doing for the Authority?

Q - Is there a reason to continue using Lynch's Landing?

Q – City Manager - Can we get a firm answer about Lynch's Landing doing it cheaper then we can do it ourselves?

A - We will try.

Q – Councilman Gillette - Can we do what Lynch's Landing is doing cheaper?

A - Norman responded that by consolidating parking management it would result in a more efficient parking program and operational cost could be reduced. If our goal is to

consolidate parking and run it as a business, it does not make sense to continue operating a fragmented program as it is now.

Q - Is there a reason to use Lynch's Landing?

Questions we need to explore

Q – Does the person who's doing this work for Lynch's Landing have other responsibilities? What are those responsibilities? Can we cost out this time? What portion of time is spent on parking and what portion is spent on other job functions?

Q – If we had city staff performing the parking responsibilities how much time would be spent on deck management and how much time would be devoted to other functions that are not mid-town deck?

A- If City staff performs the responsibilities, two hours per day would be dedicated to address Mid-Town and Clay Street Parking Decks issues and request. The remaining 6 hours would be devoted to performing customer service, marketing and monitoring the different components of parking. The position would provide administrative support to the Parking Manager and the Parking Authority.

Q – Councilman Dodson - Is managing the Mid-Town Parking Deck a 40 hours/week job? Or, is it 20 hours/week? What else would the person do for the City?

Councilman Gillette - Whatever the Parking Authority decides needs to be ironclad. We will need a business plan. We are at a place where the decision about Lynch's Landing must be determined. Decisions need to be made.

The Parking Authority needs to know their role.

Parking Manager's Report

The Parking Manager emphasized that prior to the pay stations being installed a position will need to be created to perform maintenance/repairs and collection of revenues.

The two parking patrol positions, transferred from the Police Department was completed on July 1, 2009.

Five RFP's were received. There were 5 city staff members selected to serve on the evaluation team. The team will develop a short list and interviews will be scheduled to begin on November 10th.

Council will need to approve or expand the Parking Authority's role to include on-street parking.

Councilman Gillette - Are we on schedule to go to City Council?

City Manager - At this time we are not on schedule, but we may be able to get on schedule.

Increasing fines is on the agenda for tonight. We should be in position to adopt tonight. On-street residential parking is presently \$3.00/year and we are asking council to approve a \$15.00/year rate.

We are currently testing the pay station on the top level of the Mid-town Parking Deck.

Q – Tom Gerdy - What is the net cost of a pay station and signage?

A - Between \$8000 and \$16000.

New Business

There have been several requests for private parking lot enforcement. Current staff isn't authorized to do this. Does the Parking Authority want to take this on? If so, there is a cost associated with this. A law has been on the books for 50 years, according to the City Attorney, that says the Police Department is responsible for enforcement on private decks. This is really set up as enforcement on demand.

Recommendation has been made for free parking on the Mid-Town Deck during the Christmas Holidays; November 23 – January 1. On-street enforcement will continue. Parking Authority agrees with this recommendation.

Adjourned - 4:00 p.m.

Next Meeting: **November 10 – cancelled**